

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Accounting Administrator II – State Accounting Section
Position #:	051-420-4542-004
Salary Range:	\$5,576 - \$6,727
Issue Date:	October 22, 2008
Contact:	Candace Martin (916) 324-1867
Location:	Accounting & Reporting 3301 C Street Sacramento, CA 95816
Final Filing Date:	Statewide November 4, 2008

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Accounting & Reporting
ATTN: Candace Martin
3301 C Street, Suite 500
Sacramento, CA 95816

Please write “420-4542-004” on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

Scope of the Position:

Under the general direction of the Assistant Chief, Accounting (Accounting Bureau Chief), and as a Section Manager, the Accounting Administrator II will provide direction to Supervisory and professional level staff in the Fund Accounting Unit and the Program Accounting Unit. The incumbent performs the full range of duties including, but not limited to, the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Plan, organize, direct, coordinate, and review the work of professional staff responsible for accounting transactions related to fund accounting and specific programs such as investment and bond accounting, Pooled Money Investment Account interest distribution, loans, offsets, cash transfers, and school loan program.
- Direct and maintain control over the recording of all revenues and non-revenue receipts.
- Provide direction to staff assigned to analyze legislation for establishing funds, agencies, and appropriations.
- Evaluate and/or assess staff performance to determine needed training. Identify problems to be resolved or goals to be accomplished through training.
- Identify and attempt to correct performance deficiencies in subordinate staff. Provide guidance and motivation to solve performance problems. When required, initiate disciplinary actions against subordinate staff.
- Provide direction to the Accounting Administrators I (Supervisor). Review and evaluate activities of each Unit to ensure compliance with procedures for various control or program accounting processes
- Meet weekly with Bureau Chief to participate in assessing workload issues for the purpose of creating performance measurements, annual work plans, and project management plans.
- Coordinate the preparation of various program accounting reports, statistical information, and financial data for use by division management or other state agencies. Provide ad hoc reports on specific fund and account status for use by division management or the Executive Office staff.

Desirable Qualifications:

- Demonstrated ability to communicate tactfully with all levels of staff and management
- Effectively research and analyze data, develop and evaluate alternatives
- Ability to make sound and independent decisions
- Dependable, self-motivated and flexible